Course Information Form (CIF)   **CIF1112**

The CIF provides essential information to students, staff teams and others on a particular course of study and is designed to meet the University's own expectations and those of external bodies such as the Quality Assurance Agency (QAA) in respect of programme specifications.

SECTION 1 - General Course Information

Qualification (award type)	BSc (Hons)
Course Title	Business Information Systems
Intermediate Qualification(s)	Certificate of Higher Education (120 credits at FHEQ level 4); Diploma of Higher Education (240 credits with 105 credits at FHEQ Level 5 or above); Pass Degree (attempted a course of at least 300 credits, and achieved a minimum of 105 credits at FHEQ Level 5 and 60 credits at FHEQ Level 6)
Awarding Institution	University of Bedfordshire
Location of Delivery	University of Bedfordshire, Park Square, Luton
Duration of Course	3 years full time; 6 years part-time
Level	3 (FHEQ Level 6)
FHEQ Level	6
Professional Statutory Body accreditation	No accreditation
Accreditation Renewal Date (Month and Year)	n/a
Route Code (SITS)	BSBIS-S
UCAS Course Code	GN51
Relevant External Benchmarking	University of Bedfordshire Level descriptors; relevant QAA Subject Benchmarks.
Published Course Summary	This modern and dynamic course focuses on information systems engineering and application development for the modern business environment. The degree places an emphasis on developing business intelligence skills for a variety of situations and organisations ranging from large, established corporates, to starting up and running your own small business.

You will learn how to use IT to support the tactical, operational and strategic needs of a business. You will receive a solid grounding in |

	modern business information systems tools, methodologies and industrial contexts.

SECTION 2 – Entry Requirements, Student Support and Further Opportunities

Entry requirements
Standard: Standard entry requirements for UK students – http://www.beds.ac.uk/howtoapply/ukugentryregs Students from the European Union - http://www.beds.ac.uk/howtoapply/eu/guides International students - http://www.beds.ac.uk/howtoapply/international/

Student Support during the course
During the induction and PPAD there will be a series of diagnostic tests designed to identify the need for any specialist support (e.g., dyslexia). If identified, students will be referred to the University of Bedfordshire Disability Support Unit. All students are supported by induction sessions at the start of each year, by personal and project tutors, by academic advice sessions and by dedicated technical support staff. Student support is provided on a formal basis by the personal tutor system and in practical sessions as well as informal support in the use of Blackboard Virtual Learning Environment. The University provides for general help for learning skills through centralized support tutor system as well as academic English units mainly for International students. All students undertake Computer Assisted Diagnostic assessment. The results of such diagnostics enable a personalized program to address individual learning requirements in basic Mathematical or Language skills. Academic advice is provided both at field level and also at Corporate level. Students may be required, at the discretion of the Course Leader, to undergo diagnostic testing for academic English language abilities, and may further be required, at the Course Leader's discretion, to participate in academic English support workshops or classes laid on by the University

Students with disabilities
Physical impairment in the form of depreciated visual, audio, mobility and neurological cognitive faculties will, where identified and practicable, be ameliorated by the deployment of appropriate hardware, software and individual support. The department disability tutor is tasked with providing assistance for such students.

Distinctive Features of the course
The course covers two main areas – information systems and business study in an integrated manner. It has the following distinctive features - Provide students with a good understanding of business environments and operations - Equip students with a solid grounding in core information systems (including current industrial standards) for business applications - Develop skills in using information systems to create a defining impact on modern business through conceptualisation, development and management of information systems

Career/further study opportunities
Career: - Business Analyst - Business Application Developer - Information Systems Manager - IT Project Manager

- IT Consultant
- IT/Business Lecturer

Further study:

MSc/MPhil/PhD in Business, Computing and Information Systems related studies.

SECTION 3 – Teaching, Learning and Assessment

Educational Aims

The composition of the Business Information Systems (BIS) programme is based upon the attributes that an effective employee, or a graduate, should ideally have. The specific qualities built into the curriculum ensure that students will gain a systemic understanding of BIS development and deployment, and the capacity to analyse, assess and recommend high level strategies for the organisational adoption of BIS. The programme is, therefore, to provide students with the skills and knowledge of key subject areas that relate to BIS at operational, tactical and strategic levels within any organisation. The programme aims:

- To develop personal skills so that students have both the confidence and ability to express their creativity both individually and as part of a team;
- To promote a responsible, professional attitude towards the selection and use of computing hardware and software tools within team-based software production contexts;
- To facilitate students' understanding of emerging developments in computing technologies and to develop their critical awareness of new emerging solutions and technologies;
- To equip students with a range of knowledge and skills in relevant areas of business operations such business analysis, marketing, finance and organisation behaviours;
- To gain an in-depth understanding of how information systems solutions can affect and contribute to the successful running of modern businesses;
- the aptitude to think and plan strategically
- To build students' competence in developing and deploying BIS in pragmatic ways;
- To promote students' awareness of the wider cultural, social, political, economic and ethical implications in the computing industries.

Course Learning Outcomes

Upon successful completion of this course, the student should be able to:

- LO1:   Analyse and evaluate technologies and organisational problems in a range of contexts and to choose and implement appropriate solutions
- LO2:   Apply effective analysis for business operations covering business analysis, marketing, finance, organisation behaviours, and project management
- LO3:   Demonstrate skills to conceptualise, develop and implement BIS
- LO4:   Express, interpret and critically evaluate issues concerning social and professional ethics in the context of BIT
- LO5:   Demonstrate investigative skills in the area of BIT through completion of substantial assignments, reports, presentations and case studies
- LO6:   Apply skills in a rational argument, objective interpretation of evidence, judgement and decision making towards the planning, analysis and successful development of BIT within complex organisational environments
- LO7:   Work effectively within a systems development team and be able to explain the conditions necessary for successful team working

Teaching Strategy

The teaching and learning strategy is made up of the explanation of theoretical concepts accompanied by tutor supported practical activity to reinforce understanding. This is accomplished by a combination of lectures, tutorials, moderated e-conference discussion and support, directed practical activity in dedicated, modern computer laboratories. This is often in a combined lecture, demonstration, practical and assessment all in one

session with academic and demonstrator support. Additionally, there is self-directed research and computer-based practical activity which can be assisted by the use of teaching packs in various multimedia forms such as DVDs, videos and pod casts. The particular form of support is unit specific – however, all are characterised by tutor support and practical activity.

All the teaching resources are available in a Virtual Learning Environment (VLE) that includes references and links, general unit and course information, discussion groups, tests and assessments. This VLE is available outside of the University to enrolled students.

Students entering the course will already have some experience of using computers and their operation. Therefore the approach to teaching and learning begins with student centred methods and progresses towards independent learning. As our teaching is centred upon students, the department aims to build their confidence by providing timely and informative feedback under the guidance of their lecturer/tutor.

Where possible, lectures will have invited experts and industry leaders, focusing on the latest developments and trends in Business Information Systems.

The Honours Project involves regular tutorial meetings between groups/individuals and the academic supervisor. The project is seen as a guarantee of the Honours nature of students and is also seen, both within the University and outside, as an indication of the overall abilities and performance of the student.

Assessment Strategy

In the Information Systems (I.S.) development field, the purpose of assessment is to evaluate overall the product rather than process, nevertheless I.S. professional practice demands constant vigilance and the ability to effectively develop work from the ideas stage though a constant process of analysis and design to the final developed system in a time managed way. Therefore the assessments included at level one show a range of methods both formative and summative:

➢ Business report writing and oral presentations
➢ Introduction of teamworking and peer assessment of the group
➢ Practical progressive software projects
➢ Computer Based Assessment (formative and summative)
➢ Completion and presentation of log books in the relevant discipline

At level two the assessments continue to focus on both individual and team work, students' development of their own research skills (clearly guided), their ability to evaluate qualitative and quantitative information from the Computing and I.S. industry and from academic sources. They should also demonstrate their ability to consider and apply relevant I.S. development theory. The assignments show an emphasis on the student gaining both practical aptitude as well as theoretical knowledge. These learning outcomes are assessed through a range of techniques including:

➢ Report writing in a business context, log books, group work,
➢ Use of research techniques, presentations,
➢ Detailed understanding of appropriate software,
➢ Computer Based Assessment (formative and summative)

At level three the assignments reflect the greater degree of independent learning. Student will continue the pattern of a wide ranging assessment strategy using the full scope of methods. Heavier emphasis will be placed upon written examination in the summative period Other assessment types at this level include:

➢ Written examinations,
➢ Computer Based Assessment,
➢ Presentations - both as posters and orally given,
➢ Group practical systems development work,
➢ Comprehensive log book evaluation.

Curriculum Structure, Assessment Methods and Learning Outcomes

Unit Code	Level	Unit Name	Credit	Core (C) Option (O)	Assessment Methods*			Contributing towards the Learning Outcomes (Taught (T), Practised (P) and/or Assessed (A))									
					1	2	3	1	2	3	4	5	6	7	8	9	10
CIS020-1	4	Introduction to Software Development	30	C	PC CB	PO RE	RE GR PR	TP		TP		TP A		TP A			
CIS017-1	4	Computer Systems Structure	30	C	PC CB	RE	EX CB	TP		TP				TP A			
CIS018-1	4	Fundamentals of Computer Studies	30	C	RE/ PR	PO PC RE	EX CB			TP A	TP A	TP A	TP A				
AAF002-1	4	Financial Accounting for Business	15	C	PR	RE		TP	TP A				TP	TP A			
MAR002-1	4	Introduction to e-business	15	C	RE	GR PR	EX	TP	TP A		T		TP				
CIS010-2	5	Mobile Applications	30	C	RE	EX		TP A				PA	PA				
CIS007-2	5	Decision Support Systems and Data Mining	30	C	CS GR	CS GR	EX CB	TP A		TP A		PA	PA	PA			
CIS020-2	5	Systems Development and Modern Database Practices	30	C	AR PR GR	IT PC PO	EX CB	TP A		TP A		PA	PA	PA			
BSS001-2	5	Business Systems and Process Operations Management	30	C	IT CS	IT GR	IT CS	TP	TP A			PA	PA	PA			
CIS013-3	6	Research Methodologies and Emerging Technologies	30	C	RE	GR		TP A	TP A	PA	TP A	P	PA				
CIS015-3	6	Social and Professional Project Management	30	C	PO	GR PR	EX CB			TP A	TP A	PA	PA	PA			
MAR001-3	6	Creating New Businesses	30	C	DI	RE	PR	TP A	TP A			PA	PA				
CIS017-3	6	Honours Project	30	C	RE	DI PR OR		PA	PA	PA	PA	PA	PA				

*The following codes for assessments methods apply:-

AR	artefact	PC	practical
CB	computer-based	PF	performance
CS	case study	PL	placement
DI	dissertation or project	PO	portfolio
EX	Exam	PR	presentation
GR	group report	RE	individual report
IT	in-unit test	OR	oral
LR	literature review	OT	other

Section 4 – Learning and Employability

Skills Development Strategies

Communication
Communication skills are assessed at the start of each course and individualised help is provided as required. In addition many assessments address the need for the development of both written abilities, especially with regard to technical subjects, and spoken and visual communication in presentations.

Information Literacy
Create presentations and written reports for your assignments (using, for example, Microsoft PowerPoint, Microsoft Word, Visio). Students will also gain experience with a wide range of system-specific tools and environments, which will enhance their experience to develop throughout the course. Students will receive inductions from the University of Bedfordshire Learning Resources Team. To enhance their information literacy they will also have access to a wide range of Learning Resources' courses (e.g. referencing) and their Professional Personal and Academic Development unit will develop their skills.

Research and Evaluation
Be taught the basics of problem solving and lateral thinking during your course. Students will be expected to work independently, and to produce assignments which show their ability to synthesise and evaluate disparate sources in order to come to a successful conclusion.

Creativity and Critical Thinking
Be taught how to solve problems, be given general scenarios from which they need to devise solutions and generally be able to develop critical arguments to support their hypotheses.

Team Working

Group assessments are part of many units and the skills needed to work with others are specifically addressed as part of preparing for professional life. As such, students will come across group working as a core concept within this degree. They will be expected to contribute to team discussions, complete tasks as part of a team and, in general, be able to show that they are able to work with others.

Improving Learning and Performance

First year students undertake a personal development unit that looks at the learning styles of each participant and seeks to enhance these. In addition students will receive formative feedback on tasks that they undertake. Any assessed piece of work will always receive written comments and students should use these in order to improve their performance (if necessary) at the next available opportunity.

Career Management Skills

This forms a consistent thread progressing through each year with opportunities of engaging with industrial and business projects or through engagement with an employer during a sandwich year placement. Students will also be encouraged to engage with the Careers Development unit (Job Shop) in order to assess the skills that they possess against positions within the current market. Any skills deficiencies can then be identified and students can begin to address these in order to progress to their chosen career.

Progress Files

You have constant access to the transcript of your results and progression through the SITS e-vision system, and in addition to this formal statistical outline of your individual progress you are encouraged to have regular meetings with your Personal Tutor to assist the reflective process in monitoring your progress. Many students find it helpful to maintain a personal blog of their progress monitoring academic and skill development which can be developed within the University platforms such as BREO.

Professional Standards
The Department of Computer Science and Technologies adheres to the professional standards and codes of conduct and code of practice of the British Computer Society. As undergraduates on this course students will be expected to adhere to these standards at all time – particularly when undertaking their final year project.

Strategy for Developing and Embedding the Professional Standards
To ensure that standards are adhered to, the course has been designed so that students will be educated about the professional standards of their field (this is covered within the Fundamentals of Computing unit at the beginning of the course, as well as in the Social and Professional Project Management unit during the final year of the course). It is also expected that students undertaking their final year project will sign an ethical form to show that the work they undertake during their project will be conducted in an ethically accepted manner.

SECTION 5 – Administrative Information

Faculty	**CATS**
Field	**Undergraduate**
Department/School/Division	**Computer Science and Technology**
Course Leader	**Dr Ingo Frommholz**
Version Number	2011.1
Body approving this version	**FTQSC (Periodic Review 2012)**
Date of University approval of this version (dd/mm/yyyy)	**Tbc**

Form completed by:

Name: ……Marc Conrad / Ingo Frommholz…………………..   Date: ……09/11/2011………..

Authorisation on behalf of the Faculty Teaching Quality and Standards Committee (FTQSC)

Chair: ………………………………………………………   Date: …..…………………………………….

Course Updates

Date (dd/mm/yyyy)	Nature of Update	FTQSC Minute Ref: